

CLS H&S Working Group Meeting Minutes

Meeting held on Friday 8th December 2006 at 10am in WTB Meeting Room 112

Present

Lisa Grayson (LG)
 Monica Lacey (ML)
 Gail Alexander (GA)
 Irene Blair (IB)

Apologies

Priorities are in **red text**.

	Action
<p>1. Previous Minutes</p> <ul style="list-style-type: none"> • Accepted as a true and accurate account. <p>Matters Arising:</p> <ul style="list-style-type: none"> • 24th August 2004 	
<ul style="list-style-type: none"> 6. AOCB 	
<ul style="list-style-type: none"> xi. IB has made good progress on SOPs and RAs for Media and Wash-Up areas. IB and LG still to meet to discuss procedure for spillage of TC/micro-org waste. 	<p>IB IB/LG</p>
<ul style="list-style-type: none"> • 25th February 2005 	
<ul style="list-style-type: none"> AOCB 	
<ul style="list-style-type: none"> vi. IB to arrange Evac Chair refresher training for all fire wardens and include a member of staff from the Garland Café. 	<p>IB</p>
<ul style="list-style-type: none"> • 25th May 2005 	
<ul style="list-style-type: none"> 11. AOCB 	
<ul style="list-style-type: none"> iii. IB still to provide LG with an updated list of Fire Wardens/Marshals. 	<p>IB</p>
<ul style="list-style-type: none"> • 30th June 2005 	
<ul style="list-style-type: none"> 11. AOCB 	
<ul style="list-style-type: none"> i. LG still to ask Linda Connelly if Dangerous Goods information could be made available on the H&S web. 	<p>LG</p>
<ul style="list-style-type: none"> • 2nd August 2005 	
<ul style="list-style-type: none"> 6. Progress on Outstanding Inspection Tasks 	
<ul style="list-style-type: none"> i. LN2 Inspection Tasks: d. EM facility assessments still to do. 	<p>LG</p>
<ul style="list-style-type: none"> 7. Safety in the WTB Atrium 	
<ul style="list-style-type: none"> iii. Atrium safety poster photos still to be redone. Not a priority at the moment. 	<p>LG/IB</p>
<ul style="list-style-type: none"> • 28th October 2005 	
<ul style="list-style-type: none"> 5. AOCB 	
<ul style="list-style-type: none"> i. See 8/12/06 agenda, AOCB, item i. 	
<ul style="list-style-type: none"> • 25th January 2006 	
<ul style="list-style-type: none"> 5. Monthly Review of Incident/Accident Reports 	
<ul style="list-style-type: none"> v. LG to address queries relating to SOP arising from MMuLV incident. 	<p>LG</p>
<ul style="list-style-type: none"> • 22nd February 2006 	
<ul style="list-style-type: none"> 3. Recommendations for Safety Services Training Program 	
<ul style="list-style-type: none"> See 8/12/06 agenda, AOCB, item ii. 	
<ul style="list-style-type: none"> 5. Monthly Review of Incident/Accident Reports 	
<ul style="list-style-type: none"> iv. LG still to put an account of the chicken retrovirus spill on the web. 	<p>LG</p>
<ul style="list-style-type: none"> • 29th March 2006 	
<ul style="list-style-type: none"> 4. Checklist for New PIs 	
<ul style="list-style-type: none"> LG to continue working on this. 	<p>LG</p>
<ul style="list-style-type: none"> 8. AOCB 	
<ul style="list-style-type: none"> i. IB and LG still to do labelling of cylinder storage cupboards/pipework. IB/LG to test how the portable monitor performs in the cold rooms. LG still to establish a program of 6 monthly checks on all monitors in SLS. 	<p>LG/IB LG</p>

<ul style="list-style-type: none"> • 26th April 2006 <ol style="list-style-type: none"> 2. Outcomes of Roof Access Meeting LG has yet to summarise the outcomes and issue the document to Group members via email for their comments. 	LG
<ul style="list-style-type: none"> 8. AOCB <ol style="list-style-type: none"> iv. Due to recent change of glass bins, guidance will have to be reviewed. 	LG
<ul style="list-style-type: none"> • 28th June 2006 <ol style="list-style-type: none"> i. Account of individual trapped in -20 freezer to be included on Lessons to be Learned page on H&S web site. 	LG
<ul style="list-style-type: none"> • 30th August 2006 <ol style="list-style-type: none"> 2. Additional Anti-terrorism Measures <ol style="list-style-type: none"> i. LG to put procedure on web covering security of common chemicals that could be used by terrorist, as per Safety Services' circular. 3. Fumes from Anatomy Area <ol style="list-style-type: none"> i. LG to ask Safety Services for advice on bringing in a 3rd party to monitor levels of embalming fluid components in and around the A&FA area. This will be covered during the risk assessment process – see 8/12/06, AOCB, item iv. 4. Induction Seminar Date <ol style="list-style-type: none"> i. Next H&S Induction Seminar will be held on 11/12/06. 5. Accidents & Incidents <ol style="list-style-type: none"> i. Measuring cylinder melted after being left unattended on a hot-plate stirrer. LG to add to Lessons to be Learned web page. 	LG
<ul style="list-style-type: none"> • 27th September 2006 <ol style="list-style-type: none"> 2. Internal H&S Audit based on RoSPA Questionnaire LG still to arrange a meeting to make a start on the H&S status report. 5. AOCB <ol style="list-style-type: none"> i. IB and LG still to draft a procedure for Fire Marshals/Wardens, circulate it to the wardens and give training, if necessary. ii. IB to include Teaching Technicians in the Evac Chair training program. iii. CIR 1 and M still to be inspected. LG still to write up reports. 	LG
<ul style="list-style-type: none"> • 1st November 2006 <ol style="list-style-type: none"> 2. Monthly Review of Incident/Accident Reports <ol style="list-style-type: none"> i. Risk assessment for use of phenol has been drafted. See 8/12/06, AOCB, item iv for further info. ii. Staff to be reminded of the procedure for dealing with chemical contamination of the eyes. 4. AOCB <ol style="list-style-type: none"> i. ML confirmed that the Fire Brigade knows the current route for accessing OMS/Carnelley. ii. LG still to review the DSE guidance on the H&S web site to make sure the requirements are clear. iii. LG still to look into completing BTCs for Central Services personnel recently redeployed to CLS. iv. LG to make room bookings for H&SWG meetings in 2007. 	IB
<ul style="list-style-type: none"> 2. Tasks Arising From H&SMC Meeting <ol style="list-style-type: none"> i. LG to calculate a BTC compliance rate. ii. LG to draft a list of controlled substances and ask Kiran Oza about a direct link from the Order Book to this list. iii. LG to ensure Divisional Secretaries are asked to include the following policies under the H&S item of their next Divisional Meeting agenda: Lab Coats, Disposable Gloves, Risk Assessment. iv. LG and ML to ask Gillian Jones about how she wants to introduce the Stress Policy in the School of Research and School of Learning and Teaching respectively. v. LG and ML to email URL for H&SMC meeting minutes to all PIs and Module Leaders respectively. vi. LG to email H&SMC minutes to Lab Managers and ask them to put a hardcopy on their safety notice-boards. ML to put hardcopy on OMS safety notice-board tea room. vii. LG to contact Divisional Secretaries two months in advance of H&SMC meetings asking them to ask PIs for agenda items at their next Divisional Meeting. viii. The College Board's decision on a 25m smoke free zone was discussed. The Group members agreed that this would be very difficult to enforce and suggested adhering to the University's 	LG LG LG LG/ML LG/ML LG LG

recommendation of a 6m zone. Group members also agreed that additional prohibition signs should be posted in, and cigarette bins removed from, areas currently used by smokers that fall within the 6m zone. LG to forward these suggestions to IRL.

- ix. IB to check for commercially available "remove gloves and wash hands" signs. If none are available, Group will design their own signs and post them on all lab doors leading to non-lab areas. LG
IB
- x. LG and IB to liaise with Ian Scragg on development of a GLP training package. In the mean time, LG and IB to put more emphasis on GLP during Induction Training. LG/IB
- xi. LG to attempt to make significant progress on generic risk assessments before January's meeting and continue to liaise with Ian Scragg on this subject. LG
- xii. IB is happy for 6 monthly accident/incident summaries to be displayed on safety notice boards. IB to look at making summary less "cryptic" than issue current list to Lab Managers and ML. IB

3. Monthly Review of Accident/Incident Reports

- i. A reaction vial exploded in a microwave (not a domestic one) on CIR 1. The blast shield contained the debris and no one was injured. A full accident investigation report is being compiled by the Lab Manager. In the mean time, a bigger blast shield has been installed and smaller reaction volumes are being used.
- ii. The coffee table in the WTB Foyer collapsed when a School pupil attending a RSE Master Class leaned on it. Fortunately, the extremely heavy glass top did not break or land on anybody and no injury or damage was sustained. Table has been reassembled and moved slightly to one side but no other controls are apparent. IB/LG to investigate. IB/LG
- iii. An undergraduate student flicked a piece of embalmed tissue into their eye during a dissection class. The eye was rinsed thoroughly with water and there was no lasting irritation. Incident would not have occurred if student had been wearing eye protection. This will be addressed during the risk assessment process.
- iv. A Wash-Up Technician lacerated their thumb on a chipped glass flask. The First Aider in attendance took the injured person to the Student Health Nurse then A&E where paper stitches were applied. Technician advised to take more care when handling glassware.
- v. A 2.5 litre bottle of ethanol spontaneously shattered in the WTB Loading Bay. No one was injured and Stores staff mopped up the spill. We believe that the bottle shattered due to it being very full and the ethanol expanding when it was moved from the cold solvent store to the warmer loading bay. Stores staff have been advised to place Winchesters into a plastic tub when removing them from the solvent store and transporting them around the complex. LG to put an account of this on the "Lessons to be Learned" web page. LG
- vi. An Honours Student ignited a small volume of ethanol (few ml) contained in a glass beaker while flaming a metal spatula. The student was holding the beaker when the ethanol ignited and subsequently dropped it onto the bench. A nearby Post Doc extinguished the flames. Student sustained a minor burn to their hand. LG to put an account of this on the "Lessons to be Learned" web page and remind staff of the risks involved when flaming with ethanol. LG
- vii. Member of research staff dropped a flask of molten agar when removing it from the microwave. They were not wearing heat protective gloves and released the flask upon realising how hot it was. No injury or damage was sustained. LG to check that microwave RA and SOP make reference to heat protective gloves. LG
- viii. There was a near evacuation of MSI on the 6th of Dec. E&B personnel were sealing a leak in the MSI first floor roof. The liquid sealant was being applied next to an air intake that had not been disabled. The strong "glue like" fumes given off by the sealant were drawn into the MSI labs. There were several complaints of headache and nausea, primarily from DSTT personnel and also from the contractors. The E&B personnel responsible were operating without a roof permit. Both IB and Nick Helps have discussed this incident with the person responsible. NRH has asked that the risk assessment for the use of this sealant be amended in light of this incident and a copy sent to him.
- ix. An undergraduate student had acid splashed onto their face during a practical class when the tap fell of a burette. The student was wearing a labcoat and safety glasses and, after rinsing their face with water, there was no lasting irritation. ML said several burettes have failed in this way and the supplier has admitted that they are defective. All 80 are going to be replaced free of charge.

4. Next Month's Big H&S Issue

Lab Coats will be the big issue for December 2006 and January 2007. LG to update H&S Web Site accordingly. LG

5. AOCB

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| i. | IB discussed handling of the 25l drums of darkroom waste at a Manual Handling Training Course held on 7/12. Current suggestion is to only half fill the drums. IB to consult Lab Managers at their next meeting | IB |
| ii. | LG explained Ian Scragg's proposal to take an interactive approach to hazard awareness training and issued his draft list of questions that will form the basis of the training. Group members were very enthusiastic about this approach. LG asked the Group members to read through the draft and forward any comments or suggestions to her as soon as possible. | All |
| iii. | LG issued an updated version of the Basic Training Checklist and proposed that new checklist and revised guidance be issued to trainers early in Jan 2007 to remind them of their responsibility. Group members approved. | LG |
| iv. | LG to produce draft risk assessments for A&FA activities in time for meeting in January. | |
| v. | ML has agreed to assist Maureen Benwell with her Disability Support Officer duties. | LG |
| vi. | IB issued a list of H&S terms to be included in an on-line glossary. LG to set up web page. Group members to forward any additional terms to LG. | LG |
| vii. | IB reported that a PEEP has been completed for a PhD student in MRC PPU. | All |
| viii. | GA reported that fire alarm activations in BSI are registering with ADT but not at the Tower Building. This is being investigated by ADT and E&B. | |
| ix. | IB informed the Group that she had carried out a check on all lift emergency phones in the Complex and updated all old instructions. ML to contact Larry Fortune about checking emergency phones in OMC/Carnelley. Group decided that lift phones/alarms and disabled persons emergency alarms should be checked every 3 months. IB to collate a list phones/alarms to be tested. | ML
IB |